



**Public Affairs**

***PUBLIC AFFAIRS WARTIME PLANNING, TRAINING, AND EQUIPPING***

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**AFI 35-101, 22 July 1994, is supplemented as follows:**

1.3.1.1. Notify HQ AETC/PAR as soon as personnel changes are known. Information pertaining to forecasted departures, arrivals, separations, medical profiles, and completion of upgrade training is required.

1.3.1.2. Submit completed AETC Form 159, **Public Affairs Personnel Background Record**, on all

personnel assigned to AETC public affairs offices. Forms should be sent, either electronically or by mail, to HQ AETC/PAR within 10 days of a new staff member's arrival.

**6. (Added)(AETC) Form Prescribed.** AETC Form 159.

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Director of Public Affairs